

## Maintenance Engineering

### 213.1 GENERAL

The Building Maintenance Engineering Division of the Public Works Department will provide repair and preventive maintenance for the following:

- Electrical systems
- Mechanical systems
- Structural repair
- Minor remodeling

### 213.2 WORK ORDER REQUESTS

All repair requests will be submitted to the Watch Commander for information. The Watch Commander will forward the original to the Maintenance Staff for appropriate action. The yellow copy will be forwarded to the Correctional Plant Manager.

When the work order is completed, the white copy will be forwarded to the Correctional Plant Manager with the date completed listed on the work order.

### 213.3 POD/LIVING AREA MAINTENANCE

No maintenance engineering person will be allowed to work alone in an inmate living or working area.

#### 213.3.1 WHEN MAINTENANCE FUNCTIONS ARE TO BE PERFORMED

- The living area shall be locked down.
- The worker will be accompanied by an officer.
- Tools are to be carried inside the work cart, where possible.
- The maintenance/engineering worker shall be responsible for tool control and inventory per facility policy. ( Inmates will only be let out of their cells while maintenance/engineering workers are inside the pod when absolutely necessary. The officer assigned to security with the maintenance/engineering worker shall escort the inmate to and from their cell.

Court, attorney, maintenance needs, and some medical movements shall have this priority.

The mod control service officer shall notify the officer and maintenance worker before making any such movement.

### 213.4 OTHER FUNCTIONS

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The emergency power generator and standby batteries will be tested by engineering at least every month for effectiveness and will be repaired, as necessary to insure reliability.

The Department of Public Works will be responsible for landscape maintenance to include pick up of litter in all areas around the building.

Building Maintenance Engineering will be responsible for the inspection and service of all emergency equipment.

A record of all inspections and service will be maintained by maintenance personnel.

### **213.5 TELEPHONES**

The County Communications Department, through either the Watch Commander or Facility Manager, will repair and install telephones.

In the event a telephone needs minor repair or is not operational, staff will contact the Watch Commander and give a brief synopsis of the problem.

The Watch Commander will notify the Communications Department for a repair order, as necessary.

Any staff member requesting a telephone installation, new lines, change of location, and/or additional features will prepare a memo and submit the request to the Facility Manager through the chain of command.

Inmate phones shall be repaired by the current contracted telephone service.

### **213.6 AMERICANS WITH DISABILITIES ACT (ADA) MAINTENANCE/REPAIR REQUESTS**

- A. The SCJ will be responsible for ensuring that all its facilities are accessible to staff, inmates, visitors, volunteers and the public. The SCJ will assist the Building Maintenance Engineering Division of the Public Works Department in evaluating the accessibility of the jail and in making modifications necessary to ensure access is maintained.
- B. The SCJ will maintain an updated tracking list of all fixed ADA accessible features, e.g., wheelchair accessible cells, showers, shower benches, shower heads, shower water controls, shower hoses, water fountains, raised toilets, sinks, grab bars, transfer bars, special physical fitness apparatus, etc.
- C. SCJ Staff and Building Maintenance personnel will regularly monitor the state of repair of fixed ADA accessible housing features/assets.
- D. Building Maintenance Engineering Division of the Public Works Department staff shall identify fixed ADA accessible features/assets (including wheelchair accessible cells and those with structural modifications) within all housing units and common areas, as well as other areas of the jail facilities where inmates have access, including but not limited to: showers, toilets, exercise yards, infirmaries/clinics, culinary, and education. The ADA Coordinator shall be responsible to ensure the aforementioned is completed.

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- E. Types of ADA Asset or feature inventories that may exist, include but may not be limited to the following
- Bed (e.g., accessible)
  - Cell grab bars/transfer bars
  - Door (e.g., easy grip handle,, push type handle)
  - Drinking Fountain (e.g., push button, bar/lever high/low, electronic high/low)
  - Exercise equipment (e.g., specifically fitted dip bars, pull-up bars)
  - Elevator (e.g., accessible)
  - Mirror
  - Shower
  - Shower Bench (e.g., slotted, solid)
  - Shower Controls (e.g., electronically controlled, lever operated, push type)
  - Shower Head (e.g., fixed high, fixed low)
  - Shower Hose (e.g., quick release, screw on)
  - Shower Grab Bars (e.g., bar L Shape, grab bars)
  - Sink (e.g., porcelain lever operated faucet, porcelain push button faucet, porcelain electronic faucet, stainless steel lever operated faucet, stainless steel push button faucet, stainless steel electronic faucet)
  - Table (e.g., accessible)
  - Telephone (e.g., accessible)
  - Toilet (e.g., left sink combo/electronic faucet, right sink combo push button-fountain, grab bar-L shape, toilet porcelain-lever operated, toilet stainless steel-push button)
  - Urinal (e.g., porcelain-electronic, porcelain lever operated, Stainless steel push button)
- G. The SCJ and Building Maintenance will be responsible to ensure that an ADA Work Order/Work Request system is in place with a mechanism to allow staff to request or submit emergency or priority repairs/replacement for ADA features. This system will be tracked and monitored.
- H. Building Maintenance Engineering Division of the Public Works Department staff must provide regular preventive maintenance for each identified ADA asset or feature.
- H. Building Maintenance Engineering Division of the Public Works Department staff must record and track (for repair history) all ADA feature/asset repairs, replacements/ installations, and modifications.
- I. Upon receipt, Building Maintenance Engineering Division of the Public Works Department staff shall ensure all ADA related maintenance and repair work requests are prioritized, tracked and reported. This must include the type of work needed to complete the work, and any barriers to completing the work.

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- J. Building Maintenance Engineering Division of the Public Works Department staff shall maintain a report of open (and closed) ADA related maintenance and repair work orders. The report shall contain the ADA related maintenance and repair work request information (including work request number, requestor, feature/asset data, description of work needed, work request start date, and work request completion date).
- K. The report of open ADA related maintenance and repair work orders will show open and closed maintenance and repair work requests and also identify whether the ADA related issue is a priority.
- L. Building Maintenance Engineering Division of the Public Works Department staff shall document any scheduled inspections, repairs, modifications or installations.
- M. Housing Officer/Staff Responsibilities:
  - (a) It is the responsibility of all staff to conduct visual and physical inspections of their work areas (where inmates have access to) during their routine cell inspections, to ensure ADA accessible features are operational. SCJ and Building Maintenance Personnel will also periodically conduct inspections to verify that accessibility features are operational.
  - (b) Staff shall report any identified discrepancies of ADA accessible features/assets to their respective supervisors as soon as feasible (but no later than the end of shift).
  - (c) Staff shall submit a maintenance and repair work request (prior to the end of their shift) detailing the noted discrepancies.
  - (d) In cases where staff discover and/or an inmate reports a malfunctioning toilet, sink, or other accessible feature, which directly affects (or may effect) a mobility impaired inmate (i.e., wheelchair user, non-wheelchair user) and the feature cannot be repaired or replaced in a timely fashion, the officer/staff member shall immediately notify the unit supervisor.
- N. Sergeant/Supervisor Responsibilities:
  - (a) In cases where staff inform the sergeant (unit supervisor) regarding a malfunctioning toilet, sink, or other accessible feature, which directly affects (or may effect) a mobility impaired inmate. If the feature cannot be repaired or replaced in a timely fashion, the sergeant (unit supervisor) shall (within 24 hours of being notified) make a determination as to the necessity to move the inmate or provide an alternative accommodation until the discrepancy is remedied.
- 2. The sergeant/supervisor shall forward the original ADA related maintenance and repair work request to Building Maintenance Engineering Division of the Public Works Department. Repairs that require priority attention will be communicated by the sergeant to building maintenance and the ADA Coordinators.
- O. ADA Coordinator and ADA Assistant Coordinator (hereinafter ADA Coordinator) Responsibilities:
  - 1. The ADA Coordinator shall be responsible to ensure that problems with fixed ADA accessible features or assets (including wheelchair cells and those with structural modifications) within areas of the SCJ where inmates have access, are brought

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to the attention of Building Maintenance Engineering Division of the Public Works Department staff and/or medical in a timely manner as defined above.

- (b) The ADA Coordinator will, on a regular basis, meet and confer with the plant manager and building maintenance concerning all received, pending, and completed ADA related maintenance and repair work requests.
- (c) The ADA Coordinator shall be responsible to ensure that corrective, emergency and preventive maintenance and repair work requests are completed in a timely manner.
- (d) Upon being informed by a grievance or ADA Accommodation request of a maintenance problem, the ADA Coordinator will notify Building Maintenance Engineering Division of the Public Works Department staff regarding ADA accessible features in need of repair or replacement.